

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**October 1, 2008**

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**TITLE:** Vision Rehabilitation Therapist  
(Rehabilitation Teacher)  
**POSITION NO:** 13021  
**LOCATION:** Disability Services Division, Billings  
**STATUS:** Full-Time/Permanent  
**UNION:** MEA/MFT  
**PAY GRADE:** Pay Plan 20, Pay Band 6  
**STARTING SALARY:** \$32,484 - \$40,606 annually. Depending on  
qualifications and internal equity.  
**SUPPLEMENT:** Yes

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 16, 2008 (first review)**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is required at time of application. This position may perform up to 75% of the work in a consumer's home and community, and traveling in an automobile. This position requires frequent travel with overnight stays. Consumer's home and work place may offer unpredictable conditions including, but not limited to, unpleasant odors or fumes, filth, animals, noise, dust, extreme temperatures, and cigarette smoke, and often are not handicapped accessible. When working with adaptive diabetic equipment, there is a potential for exposure to bodily fluids. This position faces stress if a consumer goes into diabetic shock and may be required to administer glucose or call for medical assistance and deals with people who have a variety of physical or mental disabilities. Occasional lifting and carrying of 40-50 pounds and frequent lifting and carrying of 10-15 pounds.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must have a Bachelor's degree and be willing to obtain a Master's degree in Vision Rehabilitation Therapy.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** The Rehabilitation Teacher provides evaluation and training to individuals with low vision or blindness in areas of independent living adaptations, job adaptations, and job site evaluations; completes low vision assessments; recommends low vision aids and provides training in the use of those aids; and advises other team members about consumer's needs for training and adaptive equipment. This position covers a 20 county area and requires frequent travel with overnight stays.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the principles and methods of curriculum and training design, teaching and instruction for individuals, and the measurement of training effects; practical application of vision rehabilitation therapy including the application of principles and techniques of adaptive daily living skills, low vision, and diabetic self-care; human behavior, physical/psychological aspects of disability; functions of the eye and conditions that lead to vision loss and/or blindness; assistive technology used by individuals who are visually impaired or blind; community resources available to their target populations; and agency programs including the agency's mission and philosophy.

Skills: Skill in teaching abilities; oral and written communication; exercising professional judgment in evaluation and decision making; and accurately interpreting medical and psychological information.

Abilities: Ability to maintain effective working relationships with team members, consumers, agencies, and the public; manage budgets, caseloads; and be organized.

**EDUCATION/EXPERIENCE REQUIRED:** Master's degree in Rehabilitation Teaching/Vision Rehabilitation Therapy is required. Applicant must meet certification criteria established by the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP).

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons

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must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604 OR if unforeseeable circumstances occur, transcripts may be brought to interview;**
4. Resume; and
5. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

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**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

AN EQUAL OPPORTUNITY EMPLOYER

## SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Vision Rehabilitation Therapist  
(Rehabilitation Teacher)

Position: #13021

Location: Disability Services Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your training and experience in working with people with disabilities, specifically those with visual impairments.